



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

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## ADOPTED ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, October 12, 2023

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

### CALL TO ORDER

The meeting was called to order at 6:00 pm by President Clark. Board members present: Clark, Costa, Jones, Rice, Saylor, Sheetz, Webber and Wood. Board members absent: Gould. Staff present: Deputy Chief Mitchell and Board Clerk Rittburg.

### PUBLIC COMMENTS

Public comments were received.

### CONSENT ITEMS

**Action:** Moved by Director Wood, seconded by Webber, and carried unanimously by members present to adopt the consent calendar as follows:

**1. Action Summary Minutes**

**Recommendation:** Approve the Action Summary Minutes for the Regular Board Meeting of September 14, 2023.

**Action:** Approved the Action Summary Minutes

**2. Adopt Resolution – Bid Award – Station Access Control (Phase 3)**

**Recommendation:** Adopt the Resolution approving the Request for Exception to Formal Solicitation Process and award a contract to Access Systems, Inc.

**Action:** Adopted **Resolution 2023-063** approving the Request for Exception to Formal Solicitation Process and award a contract to Access Systems, Inc.

**3. Adopt Resolution – Contract for Emergency Medical Services (EMS) Cost Recovery Services**

**Recommendation:** Adopt the Resolution authorizing the Fire Chief or his designee to execute a professional services agreement with Wittman Enterprises, LLC for the provision of EMS cost recovery, effective January 1, 2024.

**Action:** Adopted **Resolution 2023-064** authorizing the Fire Chief or his designee to execute a professional services agreement with Wittman Enterprises, LLC for the provision of EMS cost recovery, effective January 1, 2024.

## PRESENTATION ITEMS

1. **EMS Award of Excellence Plaque in Wildland Fire EMS/Rescue Awarded To Metro Fire's Air Operations Division**  
(*BC Grant Russell*)  
**Recommendation:** Receive presentation.  
**Action:** Presentation received.
2. **Advocacy Action Plan Presentation**  
(*Director of Government Affairs Kyle Macdonald*)  
**Recommendation:** Receive presentation, no action required.  
**Action:** Presentation received.

## ACTION ITEMS

1. **Adopt Resolution – Project Delivery Method – Zinfandel Phase 3 Buildout**  
(*Administrative Analyst Erin Castleberry*)  
**Recommendation:** Adopt the Resolution approving the use of the design-build construction delivery method and authorize related acts for the design and construction of the Zinfandel Phase 3 Buildout project.  
**Action:** Moved by Director Wood, seconded by Costa, and carried unanimously by members present to Adopt **Resolution 2023-065** approving the use of the design-build construction delivery method and authorize related acts for the design and construction of the Zinfandel Phase 3 Buildout project.
2. **Adopt Resolutions – FY 2023/24 Capital Improvement Plan Amendment**  
(*Administrative Analyst Erin Castleberry*)  
**Recommendation:** Adopt the Resolution amending the FY 2023/24 Capital Improvement Plan and the Budget Amendment Resolutions.  
**Action:** Moved by Director Rice, seconded by Jones, and carried unanimously by roll call vote of members present to Adopt **Resolution 2023-066**, amending the FY 2023/24 Capital Improvement Plan.  
  
**Action:** Moved by Director Jones, seconded by Costa, and carried unanimously by roll call vote of members present to Adopt **Resolution 2023-067**, adopting a budget amendment to the final budget for the general fund 212A for the fiscal year 2023/24.  
  
**Action:** Moved by Director Wood, seconded by Costa, and carried unanimously by roll call vote of members present to Adopt **Resolution 2023-068**, adopting a budget amendment to the final budget for the capital facilities fund 212d for the fiscal year 2023/24.

3. **Industrial Disability Retirement – Engineer Steven Caldwell**

**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Engineer Steven Caldwell has suffered job related injuries and is eligible for an Industrial Disability Retirement.

**Action:** Moved by Director Webber, seconded by Wood, and carried unanimously by roll call vote of members present to adopt **Resolution 2023-069** pursuant To Government Code Section 21156 – finding Engineer Steven Caldwell has suffered job related injuries and is eligible for an Industrial Disability Retirement.

4. **Industrial Disability Retirement – Captain Colin Swarhout**

**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Captain Colin Swarhout has suffered job related injuries and is eligible for an Industrial Disability Retirement.

**Action:** Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2023-070** pursuant To Government Code Section 21156 – finding Captain Colin Swarhout has suffered job related injuries and is eligible for an Industrial Disability Retirement.

## REPORTS

1. **PRESIDENT'S REPORT - (President Clark)**

No Report

2. **FIRE CHIEF'S REPORT - (Deputy Chief Mitchell)**

I am filling in for Chief House this evening as he is attending a Public Safety Cloud Workshop today at Microsoft's office in Mountain View, along with Chief Wagaman and other Ca Metro Fire Chiefs Association and Western Fire Chiefs Association members.

1. **Members**

a. It is with profound sadness that I inform you of the peaceful passing of:

- Captain Robert "Bob" Bruce (Ret.) on Saturday morning, October 7, at his residence in Galt. Captain Bruce dedicated 24 years of faithful service to our community and retired from Metro Fire on December 30, 2017. He leaves behind his beloved wife, Denise, and their son, Hunter.

Captain Bruce had a positive impact on everyone he came into contact with, both within Metro Fire and the broader community. He was a truly exceptional individual, known for his kindness and unwavering commitment to helping others.

During this difficult time, the Bruce family kindly requests privacy. Captain Parker Wilbourn has been assigned as Metro Fire's Liaison for the family. Further information will be shared as it becomes available.

Please keep the Bruce family in your thoughts.

b. Promotion Ceremony

On October 3, the District held a Promotion Ceremony for 21 members (3 professional staff, 2 battalion chiefs, 12 captains, and 4 engineers) who were promoted from March through October. The ceremony went very well, and it was a great opportunity to celebrate, along with friends and families, the milestone for each member honored that evening.

Thank you to all the members who had a hand in putting together this important event, especially the Community Relations Division, for the big lift in coordinating the entire event and the family, friends, and current and retired members who attended.

I am excited to announce that the District has re-engaged communication with our community through a quarterly e-newsletter, Metro Fire Scene. The first newsletter was distributed on October 9.

The Metro Fire Scene Newsletter aims to create meaningful and long-lasting relationships with residents, local businesses, and community-based organizations through consistent communication and relevant safety information, upcoming events, Metro Fire highlights, and much more! If you haven't already, check it out.

**2. New Hire(s)**

Please join me in welcoming:

- a. Sayed Sadat, hired for the position of Administrative Specialist in the Support Services Branch, effective September 18. Sayed came to the podium to say hello and provided a brief personal history to the board.
- b. Tania Zamora, reinstated for the position of Paramedic in the Metro Medic Program (MMP), effective October 4, 2023.

**3. Promotion(s)**

Congratulations to Kendra Clark, who was promoted to Administrative Specialist in CRRD, effective September 19. Kendra came to the podium to say hello and provided a brief personal history to the board. Kendra introduced her dog Peppermint that she trains for Canine Companions.

#### **4. Retirement(s)**

The District would like to congratulate Engineer Christopher Nelson on his retirement on October 10, 2023, after 29 years of service.

#### **5. Reassignment(s)**

a. The following members were selected to join Drill Master Dillon Fader for the 23-2 MMP Academy as Drill Instructors. The Academy started on October 9:

- i. FF Kyle DiBiase
- ii. Paramedic Diana Borshch

b. Congratulations to Captain Jeremy Crawford for being selected to fill the Training Day Captain assignment, effective October 9, 2023.

Captain Jason Cahill was reassigned from the Training Day Captain position to Suppression, effective September 4, 2023. The District would like to thank Captain Cahill for his dedication and commitment while working in Training.

#### **6. Recruitment(s)**

The District is accepting:

- a. Letters of interest from the rank of Captain/Paramedic for the position of EMS Day Captain with a final filing date of October 11 by 4 PM.
- b. Letters of interest from non-probationary Firefighters, Engineers, and Captain for the position of Drill Instructor for the 23-1 Fire Academy, which is scheduled to run from January 16 through May 17, 2024. Letters of interest are due by 4 PM on October 23.
- c. Applications (internal/external) for the position of Fire Mechanic with a final filing date of October 31 by 4 PM.

#### **7. Lift Assist Fee Follow Up**

- a. On June 8, 2023, Interim FC Haverty brought an item to the Board about exploring a lift assist fee when we respond to for-profit care facilities for patient assistance requests
- b. The July 27<sup>th</sup> adopted fee schedule Ordinance 2023-02 included this fee structure (recovery of actual costs) and allows us to continue to explore implementation.
- c. There are a number of items to consider when we look at this fee, many of which the Board discussed back in June (ensuring its use was limited to for-profit healthcare facilities, what is the legal definition and required training level of a healthcare facility that calls, etc.).

- d. Notably, the data from 2022 initially indicates that 95 calls out of 3298 (2.8%) occurred in a healthcare facility. Also notable, a vast majority (1262, or 38%) of the calls occurred in one- and two-family residences.
- e. Staff will continue to look into it further and come back with a recommendation in the future.

## **OPERATIONS REPORT – (AC Greene)**

### **Air Operations Update:**

This evening I will walk you through the events that have occurred over the past 10 days in Air Operations. Our goal remains 100% transparency with the event and process to bring Air Operations back into service. This report will focus on a high-level overview, as a Green Sheet is pending distribution which will highlight the details of the situation.

On Tuesday October 3, 2023, Copter 1 had completed training operations over Folsom Lake and was returning to Station 115 when its crew door departed the helicopter in flight over Granite Bay. The door struck the roof of a house, causing minimal damage. The door was located and positive contact made with the homeowner. There were no injuries to our flight crew or the public. Air Operations immediately moved into a Safety Stand-Down and remains in this mode until further notice. Over the past week the Support Services Branch has worked diligently with the homeowner to repair the roof.

The Operations Branch solicited assistance from the CalFire Aviation Management Unit to collect the facts of the event and provide recommendations to move forward with the process. This took several days for them to complete, and their partnership in firefighting aviation is to be commended.

The Executive Team and all Assistant Chief's met with the Air Operations Division on Wednesday October 11 to review the event and facts that have been determined at this time. The specific details as to the event and contributing factors will be released in Green Sheet format by the end of this week to ensure our transparency. We are currently putting a plan together to address the repairs of Copter 1 and any modifications that may be necessary for Copter 2. We look forward to communicating this plan once complete.

### **Civil Unrest Potential Relating to Current Events in Israel**

On 11 October 2023, a video circulating on multiple social media platforms shows former Hamas leader calling for action. It is reported to call for Muslims to engage in violent action, specifically for Muslims in the nations surrounding Israel to enter the war on Hamas' behalf on Friday, 13 October 2023.

The District receives communications directly from the Central California Intelligence Center, who is not aware of any specific or credible threat to the Eastern District of California at this time. Our priority remains to ensure the safety of our members and uninterrupted service delivery. We work closely with local law enforcement and follow our civil unrest operational plans on a case-by-case basis.

## ADMINISTRATIVE REPORT – (Deputy Chief Bailey)

### COMMUNITY RELATIONS DIVISION

- Station 42 was dedicated on 9/29/23 to Captain Mike Guzman and Engineer Kyle Rutherford.
- Transfer of Command Ceremony will be held on 10/24/23 at Cordova High School.
- Fire prevention week October 8-14. The theme is “Cooking Safety Starts with YOU!” This is a reminder to our community that cooking fires are the number one cause of home fires and home fire-related injuries.
  - Flat Flare is our social media campaign this year.
- Cancer awareness and early detection are so important to Metro Fire that we wrap a fire engine every year, one side is pink for breast cancer awareness and the other is blue for Movember the month designated as for awareness of men’s cancer such as prostate cancer. Thank you to Pro Style Wraps, the Sacramento Kings, the City of Rancho Cordova, and several other organizations for sponsoring the wrap this year. On 10/2/23 we kicked off the campaign with a media day where we saw all the local media outlets. Tonight, you saw the engine parked outside as you arrived for this board meeting. You may have noticed we added a banner in honor of Captain Bob Bruce. While working here, Captain Bob Bruce introduced the idea of the cancer engine in part due to his fight with cancer while working here. Unfortunately, Captain Bruce passed away on October 7, 2023. The cancer engine will be making appearances all around the district over the next two months. Here are some upcoming events:
  - Thursday, October 19 – Kings Game – Cancer Awareness game
  - Saturday, October 21 – Sac State football game
  - Wednesday, November 1 – State of the City of Rancho Cordova
  - Various other photo shoots with various agencies including Rancho Cordova PD and Fire Dispatch

### FINANCE

- The Finance Division has quickly pivoted from budgets to audits and is working closely with our new third-party auditor, Badawi and Associates, to complete the fiscal year 2022/23 audit by December 31, 2023. Board members should have received fraud risk surveys and are asked to submit responses by the end of October.
- Accounting Technician Renee Falls was recognized with a 10-year service pin this week.

### HUMAN RESOURCES

- Office Technician closes 10/13/23
  - Testing is the week of 10/30/23
- Operation Data Analyst closes 10/13/23
- Fire Mechanic closes 10/31/23
- Paramedic interviews scheduled for 10/5, 10/12 and 10/19
- EMT interviews scheduled for October 17-19 (87 candidates scheduled)

### BACKGROUNDS

- 1 MIH provider
- 2 MMP 24-1 Paramedics (Deferred from 23-2)
- 24-1 Firefighter/Paramedic
  - 12 external
  - 8 internal

## SUPPORT SERVICES REPORT (*Deputy Chief Tyler Wagaman*)

No Report

### 3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (*Vice President Matt Cole*)

Matt Cole reported that at the general membership meeting today Captain Sean Scollard was voted in as Vice President, his term will start in January 2024. Trevor Jamison will continue to serve as President, Dustin Rodrigues as Secretary/Treasurer and Jeremy Crawford as Member Services. On Saturday, October 14, 2023, the California Firefighters Memorial will be taking place in Sacramento. Engineer Kyle Rutherford and Retired Captain Jeffrey Vitti's names will be added to the wall this year. It's National Fire Prevention Week which is observed from October 8 – October 14<sup>th</sup>.

### 4. COMMITTEE AND DELEGATE REPORTS

*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*

#### A. Executive Committee – (*President Clark*)

Next Meeting: TBD

No Report.

#### B. Communications Center JPA – (*AC Greene*)

**The Communications Center JPA Board met on October 10 for its Regular Board meeting and took the following actions:**

- Approval of the Board-Up RFP (revision)
- Approval of the Resolution to Fix Healthcare Contributions

**The Communications Center JPA Board will meet next on October 24, 2023 for its regularly scheduled meeting at SMFD's Boardroom.**

#### C. Finance and Audit Committee – (*Director Wood*)

Next Meeting: October 26, 2023 at 5:00 PM

No Report.

#### D. Policy Committee – (*Director Costa*)

Next Meeting: November 9, 2023

Met tonight with one presentation item, the Meal and Refreshment Policy, and referred it to the full Board for approval at a future meeting.

### BOARD MEMBER QUESTIONS AND COMMENTS

Director Saylor congratulated the air crews for the rescue in Placer County. Director Saylor thanked Engine 65 for bringing the Cancer Engine to Headquarters tonight.



Director Jones congratulations to us for the cohesive plan that Kyle Macdonald presented tonight.

President Clark said he hopes and prays for our crews that they are safe. He thanked Kevin Coleman at Station 58 for the tour of the Dozer program.

### **CLOSED SESSION:**

The Board recessed to Closed Session at 7:35 p.m. on the following matter:

**1. PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A) – TWO (2) MATTERS OF WORKERS COMPENSATION COMPROMISE AND RELEASE:**

1. Joseph Reyes and the Sacramento Metropolitan Fire District  
Claim # SMDP - 549570 – Workers Compensation Settlement Authority –  
Tyler Sonksen of Lenahan, Slater, Pearse & Majernik, LLP

2. Troy Thompson and the Sacramento Metropolitan Fire District  
Claim # SMDP - 549585 – Workers Compensation Settlement Authority –  
Tyler Sonksen of Lenahan, Slater, Pearse & Majernik, LLP

**2. PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION § 54956.9 (A) – TWO (2) MATTERS OF INDUSTRIAL DISABILITY RETIREMENT:**

1. Steven Caldwell and the Sacramento Metropolitan Fire District  
Claim # SMDQ – 550207; 40210385C46-0001; 4A22010AYUK - 0001 –  
Industrial Disability Retirement – Ty Bailey – Deputy Chief

2. Colin Swarthout and the Sacramento Metropolitan Fire District  
Claim # 4A2204F22DB-0001 – Industrial Disability Retirement –  
Ty Bailey – Deputy Chief

**3. Pursuant to California Government Code 54957(a)  
Consultation with General Counsel and Cyber Security Manager**

### **CLOSED SESSION REPORT OUT**

The board reconvened to open session at 8:28 p.m. and General Counsel Lavra reported the Board met in Closed Session on several item: Item #1 Joseph Reyes Workers Compensation Compromise and Release, the Board took no action; Item #2 Troy Thompson Workers Compensation Compromise and Release and the Board unanimously voted to provide authority to its third-party administrator to settle the Workers Compensation claim. General Counsel Lavra also reported the Board met in Closed Session for two (2) Matters of Industrial Disability Retirement and no action was taken, both items will be considered in open session. Lastly, the Board met in Closed Session with the Cyber Security Manager on cyber security issues and no action was taken.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2023-10-12-board-meeting>

[https://www.youtube.com/channel/UC9t-uKlc\\_oOUGNrmogdQ\\_QA](https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA)

## ADJOURNMENT

The meeting was adjourned at 8:32 p.m.



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D'Elman Clark, President



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Ted Wood, Secretary



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Marni Rittburg, CMC, Board Clerk